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# **CONSTITUTION**

**AND**

## **BY-LAWS**

### **LADIES' AUXILIARY**

**TO THE**

**Canadian Legion of the**

**British Empire**

**Service League**

**Alberta Command**



**Amended June, 1951**



# **CONSTITUTION and BY-LAWS**

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**Ladies' Auxiliary to the  
Canadian Legion  
B.E.S.L.**



**Alberta Command**

**Amended June, 1951**

## **DECLARATION OF PRINCIPLES**

(1) The Auxiliary shall be democratic and non-sectarian and shall not be affiliated to or connected directly or indirectly with any political party or organization.

(2) We affirm our unswerving loyalty to King and Country, and our belief in the rule of the people through constitutional methods.

(3) We believe in the duty of service to the Nation to the fullest capacity of the individual.

(4) We believe in the duty of adequate Government provision for disabled soldiers and dependents of deceased soldiers.

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**Our Motto is - "Service"**

## **NAME**

The title of this organization shall be the "Ladies' Auxiliary" to the Alberta Provincial Command of the Canadian Legion, B.E.S.L., hereinafter to be referred to as the Auxiliary.

## **OBJECTS**

The principles and aims and objects of the Canadian Legion, B.E.S.L., shall be the principles of the Auxiliary and its duty shall be to assist the local branch of the Canadian Legion, B.E.S.L., in the activities necessary to the carrying out thereof.

## **MEMBERSHIP**

(a) All women shall be eligible for membership in the Auxiliary who have served with the forces of the British Empire Service or her Allies in any of the wars of the Empire; and the Mothers, Sisters and Daughters of such women.

(b) Widows, wives, mothers, sisters and daughters, 18 years of age and over, of the men who served or are now serving with the said forces.

(c) Foster Mothers. The facts of each case to be referred to the Provincial President of the Auxiliary, with power to admit.

(d) The matter of Associate Members to be governed by the By-laws of the Local Branch of the Auxiliary, if the Legion Branch agrees to acceptance of Associate Members.

(e) Life Membership. Any active member may be admitted to life membership with the approval of the Auxiliary of which she is a member upon payment of fifteen (15) years' per capita tax to the Provincial Council.

(f) Honorary Membership. Any person who has carried out the aims and objects of the Legion and who have assisted in the advancement of this organization's principles are eligible to become honorary members of the Auxiliary, without voting privileges. Dues to be paid by the Auxiliary.

(g) Applications. Applications for membership shall be in writing, upon the forms supplied for that purpose, and shall be signed by the Applicant, who must give in detail the particulars therein set forth.

Every Applicant must be proposed by two members in good standing, and her membership must be recommended by a Membership Committee, after proper investigation. Her application shall then go before a general meeting for ratification or rejection.

If membership is rejected, the Provincial Secretary shall be notified by the Secretary of the said Branch and she shall notify all branches of the Auxiliary in the Province of the rejection.

Any person whose application has been rejected shall not be eligible for membership in another Branch without the consent of the Provincial Council of the Auxiliary after full consideration.

### **DUES**

The yearly dues shall be fixed by each local Branch. A per capita tax of fifty cents (50c) per member shall be paid to the Provincial Secretary of the Auxiliary before April 30th of each year, for all members shown on the books. This is to finance the Provincial Command.

A special assessment or goodwill offering of 10c a member has been passed to allow Provincial Command to give Honorariums to Secretary and Treasurer. This to be sent in at any time, but preferably with capita tax each year.

An initiation fee of 75 cents is charged each new member. This fee to be uniform in all Branches.

### **ARREARS**

Members whose fees are six months in arrears shall be notified by registered letter and if payment is not made by the end of that year the name shall be removed from the Members' register.

Members whose dues are in arrears as set out above may not vote.

Cases where a member is unable to pay shall be dealt with sympathetically by each Auxiliary.

### **RE-INSTATEMENT**

Members suspended for non-payment of dues may apply in writing to the Executive with payment of fifty cents (50c); subject to the approval of the general membership.

### **FINANCES**

The manner of raising funds for carrying on the work of the Auxiliary shall be left to the discretion of the Auxiliary provided that the name of the Canadian Legion with or without the name of the Auxiliary shall not be used in any appeal or solicitation for funds by sale of tickets or otherwise without the specific authority in writing of the Branch and subject to any limitations imposed in such authority.

## **TRANSFERS**

Transfers must be approved by the Branch from which the member is transferred and accepted by the Branch to which the member wishes to transfer.

Any member in good standing may apply to the Secretary of her Auxiliary for transfer to any other Auxiliary she may indicate, and the Secretary shall furnish her with a letter stating her length of membership, and what offices she has held, if any. The amount of unused membership dues shall be remitted by the Auxiliary to the Auxiliary to which she has been transferred.

## **BADGES**

The Badge of the Auxiliary shall remain the property thereof and shall be returned to the Auxiliary should the member cease to become in good standing by resignation or otherwise.

In case of the death of a member the Badge becomes the property of her next of kin.

## **ORGANIZATION**

(a) As the supreme authority of the **Legion** is vested in the Dominion Command of the Canadian Legion, B.E.S.L., all charters of the Auxiliary are issued by the Dominion Command subject to approval of the Provincial Command of the Canadian Legion.

(b) Each Branch of the Ladies' Auxiliary shall be under control and subject to the By-laws of the Branch of the Legion to which it is Auxiliary.

(c) The Provincial Command of the Ladies' Auxiliary shall be under the direction and control of the Provincial Command of the Legion.

(d) The Provincial Organizer of the



Ladies' Auxiliary shall be the Provincial President of the Ladies' Auxiliary.

### **MEETINGS**

(a) The General Meeting of the Provincial Command of the Ladies' Auxiliary may be held at the same time and place as the Provincial Convention, at which time the officers and Executive Council of the Ladies' Auxiliary shall be elected.

(b) General Meetings of the Branches of the Ladies' Auxiliary shall be held once a month or at such other times as the local Branch of the Auxiliary may determine.

(c) The Executive Council of an Auxiliary Branch shall meet once a month before a General Meeting or at the call of the President.

Union Jack shall be displayed at all meetings.

At the regular meeting following the death of a member of the branch, a chair shall be draped with a wreath of poppies, and placed at the right-hand side of the president's chair, and facing the general body of seats in the hall.

### **OFFICERS**

#### **Provincial Executive Council**

Shall consist of a President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer (or Secretary-Treasurer), Immediate Past President and six additional members, all of whom shall be elected (with the exception of the Immediate Past President) at the general meeting of the Provincial Command of the Ladies' Auxiliary.

#### **Branch Executive Council**

Shall consist of a President, one or more Vice-Presidents, Secretary, Treasurer (or

Secretary-Treasurer), Immediate Past President and six additional members, all of whom shall be elected (with the exception of the Immediate Past President) at the annual general meeting of the Branch of the Auxiliary.

If any elected officer of an Auxiliary absents herself from three consecutive General Meetings without good cause her office may be declared vacant. Any vacancies which may occur between elections in the Provincial Executive Council shall be filled at the discretion of the Provincial Executive Council; in the case of Branches shall be filled at the discretion of their General Meeting.

All officers to be installed into their elected offices.

### **DUTIES OF OFFICERS**

(a) The President shall preside at all meetings of the Auxiliary and of the Executive and be the channel of communication with the Branch unless otherwise determined.

The presiding officer of any meeting shall rule out of order all matters pertaining to political questions, which do not refer to the well being of the Legion, and all matters of religious discussion.

(b) The Vice-President shall carry out the duties of the President during the latter's absence or inability to act.

(c) The Secretary shall attend all meetings of the Auxiliary and all meetings of the Executive, and record the minutes thereof, and attend to all correspondence. She shall also carry out such other duties as may from time to time be determined upon.

(d) The Treasurer shall receive all monies of the Auxiliary and keep a proper record and account thereof. She shall promptly deposit all monies in the name of the Auxiliary in such bank as may be determined upon. Trust funds or funds for particular objects shall be deposited in a separate account and kept separate from the general funds of the Auxiliary.

### **MEMBERSHIP CARDS**

All Branches of the Auxiliary should stamp their Membership Cards in large numerals with the year they are issued.

### **AUDITORS**

(a) Shall be appointed in the case of the Provincial Command of the Ladies' Auxiliary by the Provincial Command of the Legion, B.E.S.L., and in the case of Branches of the Ladies' Auxiliary by the Branch of the Legion to which it is Auxiliary.

(b) The books of the Auxiliary shall be audited semi-annually and the financial statement presented at the next General Meeting following the audit.

### **AMENDMENTS**

(a) The By-laws of the Provincial Command of the Ladies' Auxiliary may be recommended for amendment at the General Meeting of the Provincial Command of the Ladies' Auxiliary by a two-thirds vote of the members of the Auxiliary present.

(b) Notice of proposed amendments shall be sent to the Provincial Executive Council of the Ladies' Auxiliary at least one month before the General Meeting of the Provincial Command of the Ladies' Auxiliary.

(c) All Resolutions sent for consideration at the General Meeting of the Ladies' Auxiliary must be submitted to the local Branch of the Legion for approval before being sent to the Provincial Secretary of the Ladies' Auxiliary.

### **CHARTER**

(a) In the event of the withdrawal, voluntary or otherwise, of the Charter of a Branch of the Ladies' Auxiliary, all General Funds standing to the credit of said Auxiliary shall revert to the Branch of the Legion to which it is Auxiliary.

(b) All trust funds in the hands of a Branch of the Ladies' Auxiliary shall be paid over to the cause for which they were collected.

### **DISPUTES**

In the event of any differences arising between the Auxiliary and the Branch, a Committee of Enquiry shall be convened, consisting of two representatives from the Branch and two representatives of the Auxiliary, and a Chairman who shall have the casting vote, appointed by the respective Presidents thereof. Such committee shall have the power to enquire into, determine and report upon such differences. Should this Court of Enquiry be unable to reach a decision, or should their decision be ignored by either Branch or Auxiliary, then the Branch President and the Auxiliary President shall notify the Legion Provincial President and Provincial Auxiliary President and the whole matter be referred by these Presidents to a Provincial Board of Enquiry, this committee to consist of three members of the Provincial Legion Executive and three

members of the Provincial Auxiliary Executive and a Chairman who shall have the casting vote, to be nominated by the respective Provincial Presidents. The decision of this Committee to be final.

## **SPECIAL AND STANDING COMMITTEES**

There shall be such committees as the Auxiliary shall from time to time determine.

## **ORDER OF BUSINESS FOR GENERAL MEETINGS**

1. President: "The meeting will please come to order."

All members stand.

The flag bearer brings the Union Jack to the front of the room and stands facing the members.

"O Canada" (one verse).

President reads: (as per Ritual opening ceremony).

One minute silence (flag dipped during silence).

President: "They shall not grow old,  
As we that are left grow old;  
Age shall not weary them,  
Nor the years condemn;  
At the going down of the sun  
And in the morning  
Let us remember them".

Members: "We shall remember them".

Flag bearer deposits flag; at the rap of gavel by President members resume their seats.

2. Introduction of Visitors.

3. Roll Call of Officers.
4. Initiation.
5. Minutes of last general and executive meetings.
6. Correspondence.
7. Applications for Membership.
8. Bills and Accounts.
9. Financial Statement.
10. Reports of Committees.
11. Unfinished Business.
12. Notice of Motion.
13. General Business.
14. Election of Officers.
15. Closing Ceremony.

At signal from President all stand and flag bearer retrieves flag and stands facing members. President reads: (as per Ritual Closing Ceremony).

"GOD SAVE THE KING".

President: "Please retire the Colours."

All members remain standing while the flag is retired.

## **GENERAL TERMS**

(1) The term of address in speaking to the chair shall be "Madam President."

(2) A member wishing to introduce a motion or speak, shall rise, address the Presiding Officer and shall wait until recognized by the chair before speaking.

(3) No motion can be made by one member while another is speaking.

(4) When a member rises to speak she shall confine herself strictly to the question under discussion, avoiding sarcasm and personalities.

(5) Members shall not hold private discussions during the meeting or talk of any subject in an unseemly manner.

(6) In all matters of procedure not provided for by the By-laws of the Ladies' Auxiliary Roberts' Rules of Order shall apply.

(7) QUORUM: In the absence of any local By-law a quorum shall be majority (51 %) and should be an odd number.

### **ORDER OF INITIATION**

The President calls the Auxiliary to order and instructs the Sergeant-at-Arms (or the Escort) as follows:

"Will the Sergeant-at-Arms (or the Escort) please escort the candidates to a position at the head of the room."

As the Sergeant-at-Arms (or the Escort) and the candidates proceed from the rear of the room the members rise at a signal from the President (two raps of the gavel is suitable) and remain standing during the ceremony of initiation. When the candidates have taken their position, the President says:

"Members of the Auxiliary, we have with us (say names of candidates here) whose applications for membership in the Auxiliary were favorably received at our last general meeting."

Then, turning to the candidates, the President says:

"Please repeat after me this simple obligation, first giving your name in full:

"I . . . . in becoming a member of . . . . Branch Auxiliary of the Canadian Legion of the British Empire Service League, do pledge myself to abide by the spirit of the constitution, by-laws and regulations."

The President continues:

"It is my duty as President of this Auxiliary to bring before you the following points:

"(1) **The Badge.** It will be your privilege to wear this Badge of the Association. The Privilege of this Badge carries with it the responsibility of so conducting yourself at all times as to bring no dis-credit upon this Association.

1st Vice-President:

"(2) **The Constitution.** It is your duty to read carefully the Constitution for Branch Auxiliaries, a copy of which I now hand you. In it you will find the aims and objects of the Auxiliary clearly set forth. You have already pledged yourself to abide by the spirit of the Constitution.

2nd Vice-President:

"(3) **Membership Card.** This card which I now hand you will remind you of the regular meetings. It is your duty as a loyal member to attend general and special meetings as regularly as circumstances will permit.

President:

"(4) Finally, as the first and most important object of this Auxiliary is to 'perpetuate a close and kindly feeling among the members'; let this spirit of kindliness guide you in your dealings with individual members, in committee work, and in the general meetings.

### **HYMN TO BE SUNG ALL BY MEMBERS**

Blest be the tie that binds

Our hearts in Jesus' love;

The Fellowship of Christian minds

Is like to that above.

Before our Father's throne

We pour our ardent prayers;



Our fears, our hopes, our aims are one,  
Our comforts and our cares.  
We share each other's woes  
Each other's burden bear,  
And often for each other flows  
The sympathizing tear.

"I now extend to you a very hearty welcome (shakes hands with each) and wish to introduce you to this meeting."

Turning to the meeting, the President says:

"Members of the . . . . Auxiliary, it gives me pleasure to introduce to you (names of the new members) who are now active members of the Auxiliary. Please welcome them in the usual manner."

The President leads in clapping of hands, then requests the Sergeant-at-Arms (or the Escort) to conduct the new members to seats among the other members.

## DUTIES OF DISTRICT COMMANDERS

To encourage and help in every way they can the Auxiliary Branches in their zones. To promote interest in Auxiliary Provincial projects. Finances do not permit visiting of Branches at Provincial expense but much can be done by correspondence. They may visit a Branch in their District at the request of such a Branch and **at the expense of such a Branch** if a particular need arises, and permission to make such a visit is obtained from the Provincial President.

To send out suitable Questionnaires and try to arrange rallies in their district.

District Commanders shall be elected at the Provincial Convention and, together with the Officers, shall act as the Provincial Council and have a voice and vote in the

running of the Provincial Command and important matters that may come before it on which the Provincial President may wish their advice. District Commanders must be paid-up and active members of their own Branch of the Auxiliary.

The Provincial President will organize all new Branches.

## **SHORT RITUAL**

**For use at graveside of deceased member of Auxiliary.**

(Only at Request of Relatives)

Chaplain or President will say:

"As it has pleased our Wise Creator to remove our beloved comrade from the cares and anxieties of this world, we are here to do honour to her memory. Each in her turn will be called, so it behooves us all to be prepared for that solemn change which leads to eternal life. The Lord giveth and the Lord hath taken away."

Members will say:

"Father in Thy gracious keeping,  
Leave we now Thy servant sleeping."

### **Prayer**

O heavenly Father, help us to trust our loved ones to Thy care. When sorrow darkens our lives, help us to look up to Thee, remembering the cloud of witnesses by which we are compassed about. And grant that we on earth, rejoicing ever in Thy presence, may share with them the rest and peace which Thy presence gives, through Jesus Christ our Lord. Amen.

Members then pass around the grave in single file, dropping a poppy in the grave.

## Supplies Obtainable from Secretary, Ladies' Provincial Command

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Charter .....	\$6.00
Per Capita Tax .....	50c per member
Constitution .....	15c each
Application Forms .....	1c each
Membership Cards .....	1c each
Badges, Active .....	40c each
2 Past President's Badge .....	<del>5.25</del> <sup>5.25</sup> <del>\$</del>
Crests .....	<del>65</del> <sup>65</sup> <del>c</del> and \$1.25
Ladies' Auxiliray Berets .....	<del>1.75</del> <sup>1.75</sup> <del>\$</del> each
Stationery .....	1 1/2c each or \$1.25 per 100
Transfers .....	1c each
Certificates .....	50c each
Ritual .....	25c each
Sterling Silver Gift Spoon with Legion Crest .....	\$3.25

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Remittances should be made by Postal Note,  
Money Order or Cheque. Please add  
exchange to cheque.

DO NOT send Postage Stamps.

